



FEMA

# OES – FEMA

## Training and Exercise Coordination

### **State Training Officer (STO)**

#### ***Robert Lewis, Chief***

Emergency Management and Criminal Justice Training Section  
California Specialized Training Institute  
(805) 549-3543  
Robert.Lewis@oes.ca.gov

#### **Primary Responsibilities:**

- Review and approve or disapprove, as appropriate, all California applications for FEMA/EMI Training
- Forward all approved California training applications to EMI Admissions
- Maintain files of all California EMI Applications
- Maintain files of all California IS Course Completions
- Report California training activities to FEMA through the Field Reporting System
- Liaison with FEMA Regional Training Coordinator & other state training officers
- Represent California at Annual FEMA Training and Exercise Conference
- Review FEMA-developed field curriculum for integration with CA standards
- Incorporate, as applicable, FEMA-developed curriculum into California specific emergency management and terrorism courses
- Forward FEMA Course Announcements (EMI Grams) to OES Regional Training Coordinators for dissemination to local jurisdictions
- In conjunction with OES Regional Training Coordinators, assist local jurisdictions with applications for Community-specific Integrated Emergency Management Courses (IEMC)
- Provide Representation for the State OES Position in California-specific Integrated Emergency Management Courses
- In coordination with OES Regional Training Coordinators, conduct training needs assessments to maximize use of EMPG funds
- Develop Annual Schedule, Training Plan, and Budget for EMPG-funded emergency management courses
- Oversee delivery of EMPG-funded courses for local jurisdictions
- Promote the FEMA Professional Development Series (PDS) and Advanced Professional Series (APS) of courses within California
- Promote and facilitate the offering of the FEMA Master Trainer Program and Master Exercise Practitioner Program
- Participate in FEMA sponsored curriculum studies and focus groups
- Receive and maintain FEMA produced training materials, CDs, videos, etc. and make available to all OES course managers and designated adjunct instructors
- Coordinate activities with the State Exercise Officer (SEO)

## **State Exercise Officer (SEO)**

### ***Curry Mayer, Chief***

State Agency Training and Exercise Section  
California Specialized Training Institute  
(916) 845-8288  
Curry.Mayer@oes.ca.gov

#### **Primary Responsibilities:**

- Statewide Exercise Program / State Agency Exercise Team
- Train State Agencies in Exercise Design, Delivery, and Evaluation
- Design and deliver exercises for state agencies, governor and cabinet members, and other state executive staffs
- Develop and promote Statewide Exercise Strategy
- OES Point of Contact for all Golden Guardian Exercise Activities (or other statewide or regional exercise(s))
- Maintain the California Master Exercise Schedule (CMEX) and link to National Exercise Schedule
- Oversee the delivery of custom exercise design courses and/or exercises as part of contracts or interagency agreements
- Maintain files of all OES-sponsored exercises
- Promote and facilitate the offering of the FEMA Master Exercise Practitioner Program
- Participate in FEMA sponsored exercise studies and focus groups
- Liaison with FEMA/EMI Exercise Training Program Coordinator and other State Exercise Officers
- Represent California at Annual FEMA Training and Exercise Conference
- Develop Annual Exercise Training Plan and Budget for State Agency Training
- Review After Action Reports/Corrective Actions for application in future training and exercises
- Maintain Exercise Training Reference Library and Database

## **CSTI Exercise Design Team – Lead**

### ***Richard Robles, Course Manager***

Emergency Management and Criminal Justice Training Section  
California Specialized Training Institute  
(805) 549-3529  
Rich.Robles@oes.ca.gov

#### **Primary Responsibilities:**

- Develop and Maintain CSTI Exercise Design Team focused on serving local communities, non-governmental organizations, and private industry partners
- Provide ongoing exercise design, delivery, and evaluation training, on a rotation basis, to all California Op Areas using grant funds
- Assist in the establishment and maintenance of local exercise design teams
- Review FEMA/HSEEP-developed exercise curriculum for integration with CA standards
- Coordinate Activities with STO and SEO

# **Assistant State Training Officer**

## ***Peg Ryan, Lead Registrar***

Emergency Management and Criminal Justice Training Section  
California Specialized Training Institute  
(805) 549-3535  
Margaret.Ryan@oes.ca.gov

### **Primary Responsibilities:**

Handle all clerical, communication, registration, and database support for EMPG-funded training programs.

## **OES's Role as Training and Exercise Liaison to FEMA**

The California Specialized Training Institute (CSTI), the Training Branch for the Governor's Office of Emergency Services (OES), serves as the training liaison with the Federal Emergency Management Agency (FEMA).

Specifically, the Chief of Emergency Management Training at CSTI is the designated State Training Officer (STO). The STO routinely receives applications from enrollees throughout California who seek to attend courses at the FEMA Emergency Management Institute (EMI), located at the National Emergency Training Center (NETC) in Emmitsburg, Maryland.

The STO reviews applications for all required signatures and prerequisites, and ensures that the purpose of the applicant's training will benefit the people of California, which therefore, is an appropriate expenditure of public funds. EMI makes the final decision on all applicants.

## **FEMA Application Process**

### Contact Information

NETC Office of Admissions  
Building I-216  
16825 South Seton Ave  
Emmitsburg, MD 21721

Phone: (301) 447-1035  
Fax: (301) 447-1658  
EMI Office of the Superintendent:  
(301) 447-1286 (general course information)

### EMI website

<http://training.fema.gov/emiweb>

- Course information: [emiweb/emiCourses](#)
- Application Information: [emiweb/Apply](#)
- Integrated Emergency Management Courses: [emiweb/IEMC](#)

## ENROLLMENT CHECKLIST:

1. Fill out FEMA Form 75-5. Forms may be downloaded from:  
<http://training.fema.gov/emiweb/Apply>
2. Complete FEMA Form 75-5, sections 1-21.
3. Section 22 must be completed by the head of your sponsoring organization (or designated representative).
4. Send the completed form to your State Training Officer.  
For California, the State Training Officer is **Robert Lewis**, California Specialized Training Institute, P.O. Box 8123, San Luis Obispo, CA 93403-8123 or fax to (805) 549-3348.

Note: Other States Emergency Management agencies can be found at  
<http://training.fema.gov/emiweb/Apply>

Upon receiving your application, the State Training Officer will complete Section 23 and then forward the completed application to the Office of Admissions for the NETC.

5. You will be notified of your status regarding your application from the NETC Office of Admissions.

## IF YOU HAVE ANY QUESTIONS:

For questions about the enrollment process at the State level, please contact:  
**Peg Ryan**, Registrar, California Specialized Training Institute, at (805) 549-3536.

For questions about your enrollment status at the National Emergency Training Center, please contact:

NETC Office of Admissions  
Building I-216  
16825 South Seton Ave  
Emmitsburg, MD 21721

Phone: (301) 447-1035  
Fax: (301) 447-1658  
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